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Chief, Management Staff

27 August 1954

Chief, Budget Division

Increase in the Personnel Ceiling of the  
Office of Communications

REFERENCE: Memorandum on same subject dated 2 August 1954,  
addressed to the DD/A from the Assistant Director  
for Communications

1. The reference memorandum requests that the personnel ceiling of the Office of Communications be increased by nine positions (from [REDACTED] to allow for the employment of four GS-6 and five GS-5 code clerks in the Signal Center.

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2. The need for this additional personnel is based upon a 16% increase in high precedence traffic during the first ten months in FY 1954 compared with the corresponding period in FY 1953 and that the abnormal peak volumes of this type of traffic cannot be processed by the present staff within acceptable time limits.

3. The cost of these additional positions on an annual basis totals \$32,230, computed as follows:

5 GS-5 Code Clerks @ \$3,410	\$17,050
4 GS-6 Code Clerks @ 3,795	<u>15,180</u>
Total Cost. . . . .	<u>32,230</u>

4. However, no additional funds are being requested by the Office of Communications because the savings made elsewhere within its approved FY 1955 operating budget and its funds allowance for FY 1956 will cover the additional personal services costs applicable to the nine additional positions.

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5. As indicated above, the Office of Communications has indicated that they can absorb these increases in personal services by adjustments in other parts of their budget. It should be noted that 50% of the budget of the Office of Communications is for purposes other than personal services. Adjustments between various objects of expenditures in the operating budget are a normal budgetary process. It should be noted, however, that in view of the character in the budget of the Office of Communications and the amount of their budget for purposes other than personal services, they are in a preferred position in their ability to make adjustments of this kind as compared to other segments of the Agency (except the IB/P Area). In most other offices the same degree of flexibility is not possible within their individual budgets as is the case in the Office of Communications since a larger proportion of their budgets is made up of personal services in the first instance.

6. If the subject request is approved, vouchered funds will be used.

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